



Exhibitor's Kit



September 27-29, 2015
Miami Beach Convention Center
Hall B



September 27-29, 2015
Miami Beach Convention Center
Hall B



6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
www.vistacs.com
vistasouth@vistacs.com

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		<p>CONTACT INFORMATION</p>
<p>September 27-29, 2015 Miami Beach Convention Center Hall B</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 www.vistacs.com vistasouth@vistacs.com</p>	

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

Asia America Show
Michael Finocchiaro
3438 SW 24th Terrace
Miami, FL 33145
Tel: (305) 262-3200
Fax: (305) 403-3029
Email: info@acsshow.org

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, and telecommunications for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.



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BOOTH PACKAGE INFORMATION

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Your booth is equipped with the following inventory:

Pipe and Drape Package

Standard package:

8' Back Wall – Blue/ White	1 - 10' x 10' Black Carpet
3' Side Rail – Blue	1 - Wastebasket
1-6' Draped Table – Blue	2 - Side Chair
ID sign	

Hardwall Package

Standard Package:

3 Meter Header (Black Text ONLY)	1 - Wastebasket
1 - 30" x 30" Round Table	1 - 10' x 10' Black Carpet
2 - Chairs	2 - Arm Lights
3 - Shelves	

Drayage Packages

(Please contact association listed on page 3 for forms & details)

Option 1

Includes standard package, and up to **500 lbs** of freight

Option 2

Includes standard package, and up to **1000 lbs** of freight

Option 3

Includes standard package, and up to **2000 lbs** of freight

Please note:

**WEIGHT IN EXCESS OF ALLOWED AMOUNT INCLUDED IN THE DRAYAGE OPTIONS ABOVE
WILL BE CHARGED DRAYAGE RATES AS LISTED ON PAGE 30 OF THIS KIT.**

*The exhibit floor at the Miami Beach Convention Center will have **blue aisle carpet.***



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QUICK FACTS

Vista Convention Services South Quick Facts

Welcome to the Asia America Trade Show. Please refer to the information below for important details about the show.

Selected Location:	Miami Beach Convention Center Hall B 1901 Convention Center Drive Miami Beach, FL 33139	Show Opens:	10:00AM on Saturday, September 26, 2015
		Dismantle:	3:00PM on Tuesday, September 29, 2015

Important Deadlines

Pre Show

Showsite Delivery	8:00AM-5:00PM Saturday, September 26 7:00AM-9:00AM Sunday, September 27
Advance Rates	Friday, September 11
Special Signs/Graphics	Tuesday, September 15
Advance Shipping Begins	Wednesday, August 26
Advance Shipping Ends	Friday, September 18

Important Deadlines

Post Show

Driver Check-in	5:00PM Tuesday, September 29 8:00AM Wednesday, September 30
Bill-of-Lading	4:00PM Tuesday, September 29
Re-routing of Freight	NOON Wednesday, September 30

Shipping in Advance to the Warehouse:

To: Asia America Trade Show

Exhibiting Company Name / Booth # _____

C/O Vista Convention Services South

6901 NW 26th Avenue

Miami, FL 33147

Showsite Shipping Address:

To: Asia America Trade Show

Miami Beach Convention Center Hall A

Exhibiting Company Name / Booth # _____

C/O Vista Convention Services South

1901 Convention Center Drive

Miami Beach, FL 33139

Warehouse receiving hours: Mon-Fri 8:00AM - 3:30PM

Labor

Booth Installation & Dismantle: If utilizing Vista Convention Services South's labor, please refer to the Labor Installation & Dismantle order form to place your order. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Vista Convention Services South labor will need to pick up and release their labor at the Service Desk.

Please Note:

Shipments arriving before the listed Showsite Delivery date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. All items and materials that must be brought into the facility may be subject to Material Handling Rates and are the responsibility of the exhibitor.

Assistance

We want you to have a prosperous show. If we can be of assistance, please call our Customer Service Department at (305) 673-1123.



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EXHIBIT AREA
INSTALLATION
&
DISMANTLE

Exhibit Area Installation & Dismantle

Set-up Date & Times

Saturday, September 26, 2015 8:00AM-8:00PM
Sunday, September 27, 2015 7:00AM-9:00AM

**All prefabricated displays must be set and empty crates tagged for storage by
7:00PM, on Saturday, September 26, 2015 & 8:00AM, on Sunday, September 27, 2015.**

Exhibit Dates & Times

Sunday, September 27, 2015 10:00AM-5:00PM
Monday, September 28, 2015 10:00AM-5:00PM
Tuesday, September 29, 2015 10:00AM-3:00PM

Dismantle Dates & Times

Tuesday, September 29, 2015 3:00PM-8:00PM
(DISMANTLE AND PICK UP)
Wednesday, September 30, 2015 8:00AM-NOON
(PICK UP ONLY)

**Please Note: Freight not picked up by NOON ON WEDNESDAY, SEPTEMBER 30, 2015
will be re-routed through the house carrier.**

Please refer to the next page for important dismantle information as well as information for those exhibitors who are selling their entire booth content at the end of the show.



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IMPORTANT DISMANTLE
&
BOOTH SALE
INFORMATION

Important Dismantle & Booth Sale Information

All booths must be dismantled **by 8:00pm on Tuesday, September 29, 2015.** Any booths or merchandise left on show floor after 8pm will be removed at the Exhibitor's expense. Exhibitors needing more time may request a dismantle extension by contacting Vista South Convention Services or visiting our Service Desk at show site. Exhibitors must call carriers and schedule their **freight pickup** for no later than **NOON on Wednesday, September 30, 2015.** Freight not picked up by 12:00 noon will be re-routed through UPS Freight Trade Show Services.

For those Exhibitors that will be selling their booth content at the end of the event, please fill out the following information and have the purchaser bring this form to the Vista South Service Desk along with your bill of lading. Booth content DOES NOT include Vista South's booth furnishings or equipment such as tables, chairs, drape, shelves, brackets, etc.

PLEASE NOTE: EXHIBITOR IS RESPONSIBLE FOR MATERIAL HANDLING CHARGES. ALL MATERIAL HANDLING CHARGES ARE BASED ON ROUND TRIP RATES.

EXHIBITOR NAME: _____

PHONE NUMBER: _____

BOOTH NUMBER: _____

NAME OF PURCHASER AND/OR PERSON PICKING UP MERCHANDISE:

PHONE NUMBER: _____



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LIMITS OF LIABILITY & RESPONSIBILITY

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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PAYMENT POLICIES

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **Friday, September 11, 2015.**

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date.

For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.

Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.



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STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
------	-------------------	------------------------

SEATING

Side Chair.....	\$45.00	\$ 61.50
Padded Stool.....	\$84.25	\$109.00

ACCESSORIES

Round Pedestal Table (30"h x 30"d)....	\$81.50	\$106.00
Round Pedestal Table (42"h x 30"d)....	\$106.00	\$137.75
Wastebasket.....	\$20.25	\$ 26.25
Easel.....	\$28.00	\$ 34.50
Chrome Sign Frame (22" x 28").....	\$71.00	\$ 82.00
Bag Holder.....	\$93.00	\$120.75
8' Stanchion.....	\$24.25	\$ 33.00
Crossbar.....	\$24.00	\$ 33.00
Garment Rack.....	\$74.50	\$ 96.75
Literature Rack.....	\$93.00	\$120.75

All booths include black carpet.
Carpet padding is optional
and can be ordered at an additional cost
as per pricing below.

CARPET PADDING

INDICATE OVERALL DIMENSION:

____ ft. x ____ ft. (100 sq. ft. minimum) \$1.25 ft. \$1.50 sq. ft. _____

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
------	-------------------	------------------------

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 30".....	\$83.00	\$107.25
2' x 6' x 30".....	\$98.50	\$128.00
2' x 8' x 30".....	\$111.00	\$143.75
4th Side Drape 6' & 8' Only.....	\$37.50	\$ 82.00

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 42".....	\$112.00	\$146.00
2' x 6' x 42".....	\$126.00	\$110.50
2' x 8' x 42".....	\$147.00	\$193.75
4th Side Drape 6' & 8' Only.....	\$37.50	\$ 82.00

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....	\$46.00	\$ 60.25
2' x 6' x 30".....	\$55.00	\$ 71.75
2' x 8' x 30".....	\$66.50	\$ 86.75

UNDRAPED DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....	\$60.75	\$ 78.50
2' x 6' x 42".....	\$68.75	\$ 89.50
2' x 8' x 42".....	\$80.75	\$105.25

DRAPED RISERS

White Vinyl

4' One Step.....	\$42.25	\$55.00
6' One Step.....	\$63.50	\$70.25

Raise & Drape Package		
Table to 42" high.....	\$65.75	\$82.00

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name _____	Booth # _____
Street Address _____	Phone # _____
City _____ State _____ Zip _____	Fax# _____
Ordered by (Print or Type) _____	E-Mail _____
Signature _____	Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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PLUSH BOOTH CARPET ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 200 square feet minimum)

QTY

TOTAL

_____ Square feet (200 square feet minimum)

\$3.75 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE	NAVY
COLONY BLUE	BLACK
CHARCOAL GRAY	CREAM
EMERALD GREEN	WHITE

Standard carpet is already included in all booths. Please only order if you are wanting PLUSH CARPET!

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%.
NO REFUND AFTER DEADLINE DATE.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

SUBJECT TO SALES TAX (7%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

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BOOTH CLEANING & PORTER SERVICES ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

BOOTH CLEANING RATES

Please indicate your requirements:

- ☐ Daily - Vacuuming.....\$.35 per sq. ft.
☐ Once - Vacuuming before initial opening.....\$.40 per sq. ft.

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.00 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.00** x Number Of Days: _____ = \$ _____
(Minimum charge: 100 Sq. Ft. Per Day - \$100)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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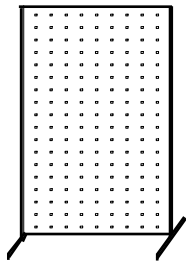


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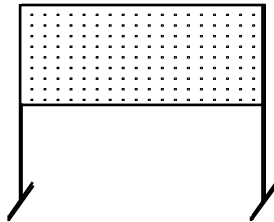
PERFBOARD ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

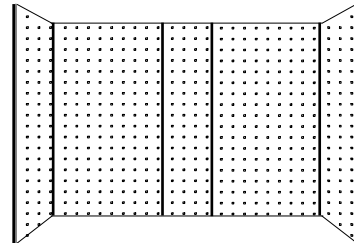
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.



Style A
Vertical



Style B
Horizontal



Style C
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

HOOKS TO BE SUPPLIED BY EXHIBITOR.

Perfboard holes are 1/8" Diameter. Number of panels required depends on booth size.

Please indicate style requirement: ☐ A - 1 Vertical ☐ B - 1 Horizontal
☐ C - Complete Booth Coverage

Qty	Type of Perfboard Frame Panel	Discount Rate	Standard Rate	Amount
___	4' x 8' Panel (white)	\$118.00	\$151.25	\$___
___	2' x 8' Panel (white)	\$86.75	\$107.75	\$___

Perfboard Shelving - 6" Wide

___	4' Long (hardware supplied)	\$45.55	\$57.75	\$___
-----	-----------------------------	---------	---------	-------

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



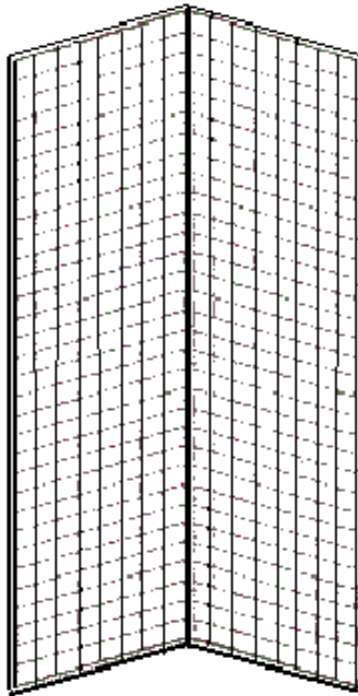
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GRID WALLS ORDER FORM

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Order this grid if you are planning to string the grids together.

Please note: Grids cannot be hung off the booth equipment drape. **Please supply a diagram of location in booth for setup.**

HOOKS TO BE SUPPLIED BY EXHIBITOR.

Qty	Type of Grid	Advance Rate	Standard Rate	Amount
_____	2' x 8' Grid (minimum order 2) (show above)	\$127.50	\$166.25	\$_____
_____	Additional Grids available	\$63.50/each	\$79.00/each	\$_____

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ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

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vistasouth@vistacs.com

VCS MODULAR ACCESORIES ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Optional Rental Accessories

	Qty.	Price	Total
1 Meter Counter (40" x 42" x 22").....	_____	\$260.00	_____
2 Meter Counter (80" x 42" x 22").....	_____	\$325.00	_____
1 - Shelf & 2 Brackets.....	_____	\$ 52.00	_____
Locks.....	_____	\$ 78.00	_____
Arm Lights.....	_____	\$ 36.50	_____



Sample shown here is a 1 meter lockable counter

Qty	Item	Price	Total
___	40"L x 42"H x 18"W	\$260.00	\$ _____
___	80"L x 42"H x 22"W	\$325.00	\$ _____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



September 27-29, 2015
Miami Beach Convention Center
Hall B

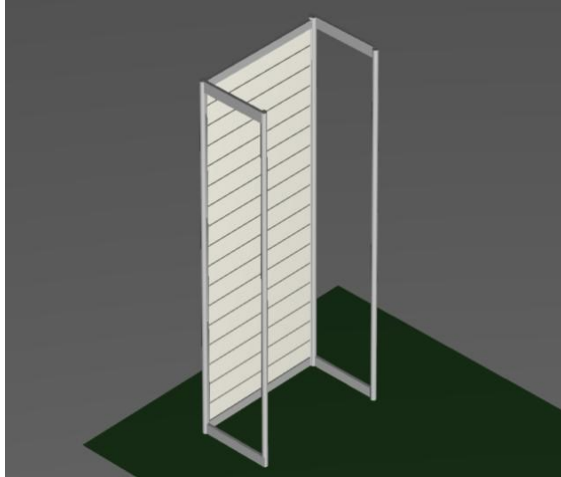


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SLAT WALL
ORDER FORM
1 OF 3

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

☐ Choice A
Single Slat Wall
QTY ____

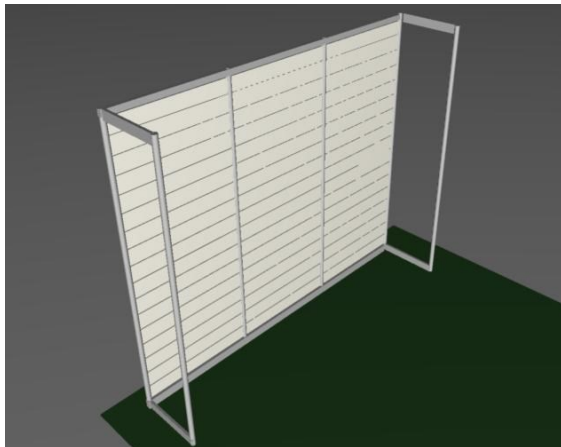


Unit contains

- 1 – 1 meter slat wall
- 2 – support brackets
- Installation and dismantle

\$286.00 Discount Price
\$365.00 Show Site Price

☐ Choice B
10' Slat Wall
QTY ____

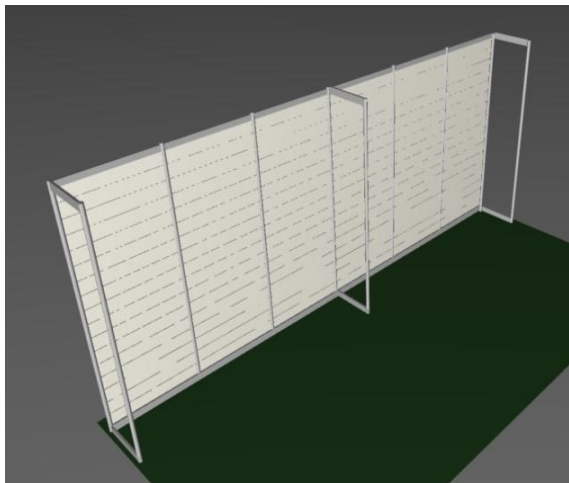


Unit contains

- 3 – 1 meter slat wall
- 2 – support brackets
- Installation and dismantle labor

\$885.00 Discount Price
\$1,145.00 Show Site Price

☐ Choice C
20' Slat Wall
QTY ____



Unit contains

- 6 – 1 meter slat wall
- 3 – support brackets
- Installation and dismantle labor

\$1,560.00 Discount Price
\$1,875.00 Show Site Price



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Miami Beach Convention Center
Hall B

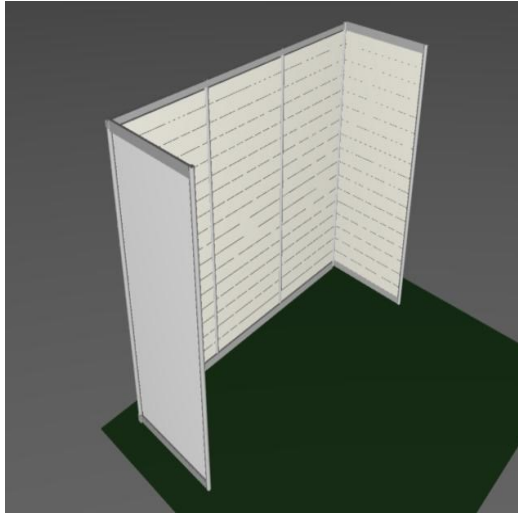


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SLAT WALL ORDER FORM 2 OF 3

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

☐ **Choice D**
10' Foot Slat Wall with returns
QTY ____

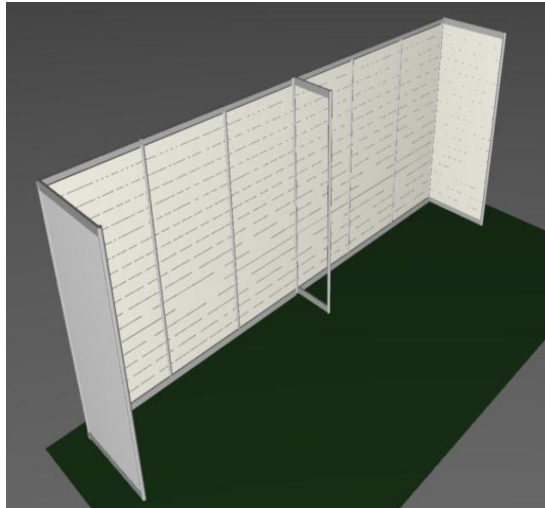


Unit contains

- 5 - 1 Meter slat wall
- Installation and dismantle

\$1,250.00 Discount Price
\$1,560.00 Show Site Price

☐ **Choice E**
20' Foot Slat Wall with returns
QTY ____



Unit contains

- 8 – 1 meter slat wall
- Installation and dismantle

\$1,770.00 Discount Price
\$2,080.00 Show Site Price



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SLAT WALL
ORDER FORM
3 OF 3

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Slat Wall Optional Rental Accessories



Qty	Item	Price	Total
_____	Shelves	\$26.00	\$ _____
_____	Arm Lights	\$36.50	\$ _____
_____	4" Hooks	\$2.25	\$ _____
_____	6" Hooks	\$4.25	\$ _____

Please make your selection:
(from previous page)

Slat Wall:

☐ A ☐ B ☐ C ☐ D ☐ E

Slat Wall Choice A, B, C, D or E \$ _____

Accessories \$ _____

Subtotal \$ _____

Add 7% sales tax \$ _____

Total Payment \$ _____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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Miami Beach Convention Center
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SPECIALSIGNS ORDER FORM

DEADLINE DATE:
TUESDAY, SEPTEMBER 15 2015

Qty	Size	Digital Prints Advance Prices	Digital Prints after Deadline Price	Amount
_____	7" x 44"	\$36.50	\$45.50	\$_____
_____	14" x 22"	\$52.00	\$65.00	\$_____
_____	22" x 28"	\$78.00	\$97.50	\$_____
_____	28" x 44"	\$109.25	\$136.50	\$_____
_____	1 Meter x 8'	\$182.00	\$227.50	\$_____

1. Easel back applied to sign quoted upon request.
 2. All prices are for single sided-double sided quoted upon request.
 3. Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - **All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS3, Photoshop CS3, Quark Express 6.1 or Adobe InDesign CS3. For further details, refer to the Graphic Guidelines page.

Vertical ☐ Horizontal ☐ Color of Background Color of Lettering

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		<p>GRAPHIC GUIDELINES</p>
<p>September 27-29, 2015 Miami Beach Convention Center Hall B</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 www.vistacs.com vistasouth@vistacs.com</p>	<p>DEADLINE DATE: TUESDAY, SEPTEMBER 15 2015</p>

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services- Design/ Graphics Department/ Miami, Florida

Vista Convention Services

6901 NW 26th Ave.
Miami, FL 33147
Tel: (305) 836-3698
Fax: (786) 621-3536
E- Mail: Vistasigns2012@gmail.com

We can accept graphic files created with the following programs:

- ⇒ Adobe Acrobat Professional 8.0
- ⇒ Adobe Illustrator CS5
- ⇒ Photoshop CS5
- ⇒ Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files.

If possible, we prefer artwork saved as **vector files**, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves.

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Such resolution should be no less than 300 dpi. If uncertain as to requirements please consult us before sending files (*No bleeds needed on printable files)

Files which have been created for web publication or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the

Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we will accept files sent on a CD. **When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only).** If you have questions, please contact us before sending your files.



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Hall B



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SHOWCASE ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015



FULL VISION



HALF VISION



QUARTER VISION

The above Counter Cases are 38" High - 20" Deep, Light and Locks (Electrical Outlet NOT included)

Regular Wall Case - 84" High



See-Through Wall Case - 84"



Both wall cases are 18" Deep, Adjustable Glass Shelves, Glass Sliding Doors & Light, Walnut Finish (Electrical Outlet NOT included)

Please indicate your requirements:

Qty	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	\$412.75	\$_____
_____	6' Half Vision	\$412.75	\$_____
_____	6' Quarter Vision	\$412.75	\$_____
_____	6' Regular Wall Case	\$465.75	\$_____
_____	6' See through Wall Case	\$589.25	\$_____

Please note: All showcase orders received after the deadline date will be charged an additional 30% Rental price includes delivery to and removal from your booth space.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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SUSPENDED SIGN HANGING ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

VISTA Convention Services South reserves the right to assemble, install, and dismantle all signs including non-electrical ones using approved devices and cables to ensure safety during installation and dismantle.

- * All signs must be approved by Show Management, prior to hanging.
- * **All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge**
- * Complete plans must be provided and forwarded to VISTA CONVENTION SERVICES SOUTH together with the completed Suspended Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. **There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on dismantle.**

HIGH LIFT AND CREW - Three (3) man crew required

Straight Time \$356.25 per hr. - 3 man crew and lift.
8:00 AM - 4:30 PM Monday through Friday

Overtime \$534.38 per hr. - 3 man crew and lift.
Before 8:00 AM and after 4:30 PM
Monday thru Friday, and all hours on Saturday and Sunday

Doubletime \$712.50 per hr. - 3 man crew and lift.
All Holidays

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

TYPE OF SIGN: ____ Wood ____ Metal ____ Cloth Banner ____ Other
SIZE OF SIGN: ____ Height ____ Length ____ Width ____ Weight
SHAPE OF SIGN: ____ Square ____ Rectangle ____ Circle ____ Triangle ____ Other ____
NUMBER OF FEET FROM FLOOR TO TOP OF SIGN ____
NUMBER OF FEET IN FROM FRONT OF BOOTH ____
NUMBER OF FEET IN FROM LEFT EDGE OF SIGN ____

PAYMENT POLICY: Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges Payable in U.S. funds only. Check, cash, traveler's checks, VISA, MasterCard and American Express are accepted.

Company Name _____										Booth _____									
Street Address _____										Phone # _____									
City _____					State _____					Zip _____					Fax# _____				
Ordered by (Print or Type) _____										E-Mail _____									
Signature _____										Title _____									
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX ACCOUNT NUMBER:										EXPIRATION DATE:									
CARDHOLDERS SIGNATURE: _____										CARDHOLDERS NAME: _____									



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INTENT TO USE
NON-OFFICIAL
CONTRACTORS

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Intent to Use Non-Official Contractors

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Certificate of Insurance Included: ☐ Yes

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.

		LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR
September 27-29, 2015 Miami Beach Convention Center Hall B	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 www.vistacs.com vistasouth@vistacs.com	F

Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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Hall B



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LABOR ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time	Overtime
\$66.50 per hour	\$99.75 per hour
One hour minimum per worker	One hour minimum per worker
Thereafter 1/2 hr. increments	Thereafter 1/2 hr. increments
ST: 8:00AM to 3:30PM	OT: Before 8:00AM and after 3:30PM
Monday through Friday	Monday through Friday and all hours on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

 PLAN A - EXHIBITOR'S SUPERVISION - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

 PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum \$40.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ Vista's Rental Carpet _____

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To (Shipping Address): _____

VIA: _____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name _____ Booth _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER:																		
CARDHOLDERS SIGNATURE:										CARDHOLDERS NAME:									

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



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RIGGING LABOR ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Order rigging labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00AM. Any orders after 8:00AM will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

Rigging crew consists of: Forklift w/ Operator
1 or 2 Riggers

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM to 4:30PM weekdays, overtime before 8:00AM and after 4:30PM weekdays and all hours on Saturday and Sunday and double time on holidays.

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
RIGGER	\$74.75 per hour	\$111.75 per hour
FORKLIFT	\$206.00 per hour	\$309.00 per hour
w/ OPERATOR - (up to 5,000 lbs. capacity)		

Larger forklift and/or crane service is available by advance request.

RIGGING LABOR REQUEST

	5,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
SET-UP					
DISMANTLE					

Pieces to be spotted _____ Heaviest Pieces _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS.

Company Name _____ Booth _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER:																				EXPIRATION DATE:
CARDHOLDERS SIGNATURE:										CARDHOLDERS NAME:											

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POV ORDER FORM

DEADLINE DATE:
FRIDAY, SEPTEMBER 11, 2015

Personally Owned Vehicles

Vista Convention Services South will provide labor to unload Personally Owned vehicles (station wagons, mini vans, SUV's, etc.) at Showsite only on the following days and times:

The rate for this service is **\$105.00 per vehicle, one way, 500 lbs. maximum**. Exhibitors may carry in their own freight (**NO PERSONALLY OWNED FLAT CARTS, PALLET JACKS, etc. - HAND CARRY ONLY**) and will not be subject to Material Handling charges unless exhibitor requires use of dollies, flat carts, or pallet jacks.

Unloading of Pallets

Pallet rate for trucks on-site from the dock to the booth is \$ 89.25 up to 1000 lbs.
One way dock height. (must be able to unload at the dock)

____ **POV- 500LBS MAX AT \$105.00 EACH WAY**

____ **NUMBER OF PALLETES TO BE UNLOADED AT \$89.25 EACH PALLET EACH WAY
WEIGHING 1000LBS MAX**

*THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES SOUTH BEFORE
POV SHIPMENTS CAN BE HANDLED.*

Company Name _____				Booth _____			
Street Address _____				Phone # _____			
City _____		State _____		Zip _____		Fax# _____	
Ordered by (Print or Type) _____				E-Mail _____			
Signature _____				Title _____			
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX		ACCOUNT NUMBER:				EXPIRATION DATE:	
CARDHOLDERS SIGNATURE:				CARDHOLDERS NAME:			



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UNION JURISDICTIONS

Union Jurisdictions

Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



September 27-29, 2015
Miami Beach Convention Center
Hall B



6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
www.vistacs.com
vistasouth@vistacs.com

MATERIAL HANDLING SERVICES & RATES

DEADLINE DATE:
FRIDAY, SEPTEMBER 18, 2015

Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers.

Please note: 200lbs. minimum for this service with the exception of drayage packages– options 1, 2, & 3 which will be charged per CWT after exceeding freight allowance. (please contact association listed on page 3 for details)

Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate \$59.50 Showsite Rate \$64.75	<u>Crated and/or Skidded Floor Load Shipments</u> These <u>round trip</u> rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate \$88.25 Showsite Rate \$93.50	<u>Uncrated, Unskidded. Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip</u> rates apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.
Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Friday, September 18, 2015 will be charged in addition to the above rates.
*First Package <u>\$40.00</u> ***Each additional package \$30.00	<u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.



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SHIPPING & MATERIAL HANDLING RECAP

DEADLINE DATE:
FRIDAY, SEPTEMBER 18, 2015

Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

Computation of Order: When recording weight, round up to the next 100 pounds.	
<u>Crated and/or Skidded Floor Load Shipments</u>	
Warehouse We will ship _____ lbs. @ \$59.50 per 100 lbs. (200 lb. minimum/\$119.00)	\$ _____
Showsite We will ship _____ lbs. @ \$64.75 per 100 lbs. (200 lb. minimum/\$129.50)	\$ _____
<u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments requiring Special Handling</u>	
Warehouse We will ship _____ lbs. @ \$88.25 per 100 lbs. (200 lb. minimum/\$176.50)	\$ _____
Showsite We will ship _____ lbs. @ \$93.50 per 100 lbs. (200 lb. minimum/\$186.00)	\$ _____
<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.	
<u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Friday, September 18, 2015 will be charged 25% surcharge, for each occurrence, in addition to the above rates.	
Payment Enclosed	\$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #

Mail, Fax or Email to Vista Convention Services South at VistaSouth@vistacs.com

		<p>SHIPPING INFORMATION</p>
<p>September 27-29, 2015 Miami Beach Convention Center Hall B</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 www.vistacs.com vistasouth@vistacs.com</p>	

Shipping Information

What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- * If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading tem on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

- * Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



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Hall B



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SHIPPING INSTRUCTIONS (INBOUND)

Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

Shipping in Advance to the Warehouse:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: Asia America Show
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26th AVENUE
MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Wednesday, August 26, 2015.
- Shipments received after the deadline of Friday, September 18, 2015 will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

Shipping Directly to Showsite:

All direct shipments to showsite should be addressed/labeled as follows:

TO: Asia America Show
(Exhibiting Company's Name & Booth Number)
Miami Beach Convention Center, Hall B
C/O VISTA CONVENTION SERVICES SOUTH
1901 Convention Center Drive,
Miami Beach, FL 33139

Show site shipments will be received beginning
8:00AM-5:00PM on Saturday, September 26, 2015 & 7:00AM-9:00AM on Sunday, September 27, 2015.
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY
BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.



September 27-29, 2015
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Hall B



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vistasouth@vistacs.com

SHIPPING
INSTRUCTIONS
(OUTBOUND)

Outbound Shipping Instructions

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: Asia America Show
LOCATION: Miami Beach Convention Center
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **4:00PM ON TUESDAY, SEPTEMBER 29, 2015.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than **5:00PM ON TUESDAY, SEPTEMBER 29, 2015 & 8:00AM ON WEDNESDAY, SEPTEMBER 30, 2015.**



September 27-29, 2015
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Hall B



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Limits of Liability for Material Handling

- * Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- * The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.



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IMPORTANT FREIGHT INFORMATION

Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

		MATERIAL HANDLING SPECIAL SERVICES
September 27-29, 2015 Miami Beach Convention Center Hall B	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 www.vistacs.com vistasouth@vistacs.com	

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ASIA AMERICA SHOW
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, SEPTEMBER 18, 2015.
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ASIA AMERICA SHOW
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ASIA AMERICA SHOW
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ASIA AMERICA SHOW
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ASIA AMERICA SHOW
MIAMI BEACH CONVENTION CENTER, HALL B
C/O VISTA CONVENTION SERVICES SOUTH
1901 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ASIA AMERICA SHOW
MIAMI BEACH CONVENTION CENTER, HALL B
C/O VISTA CONVENTION SERVICES SOUTH
1901 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning
8:00AM-5:00PM on Saturday, September 26, 2015 & 7:00AM-9:00AM on Sunday, September 27, 2015.

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ASIA AMERICA SHOW
MIAMI BEACH CONVENTION CENTER, HALL B
C/O VISTA CONVENTION SERVICES SOUTH
1901 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ASIA AMERICA SHOW
MIAMI BEACH CONVENTION CENTER, HALL B
C/O VISTA CONVENTION SERVICES SOUTH
1901 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/12/15



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169

Phone: (305) 623-5335 Fax: (305) 623-5337

miami@edlen.com

COMPANY:

BTH #

EVENT: Asia America Show-Sept. 2015

FACILITY: Miami Beach Convention Center

DATES: September 27-29, 2015

EVENT #: 095039MI

EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593

Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE
SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

LIGHTING

SUB TOTAL

7% SALES TAX. SALES TAX IS DUE
UNLESS FL DR-13 OR DR-14 EXEMPTION
CERTIFICATE ACCOMPANIES THIS ORDER.

TOTAL DUE

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/12/15

E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

COMPANY:

BTH #

EVENT: Asia America Show-Sept. 2015

FACILITY: Miami Beach Convention Center

DATES: September 27-29, 2015

EVENT #: 095039MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 1 20-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan lay out of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan lay out of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314MI

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			88.00	132.00	
1000 WATTS (10 AMPS)			122.00	183.00	
1500 WATTS (15 AMPS)			144.00	216.00	
2000 WATTS (20 AMPS)			165.00	248.00	
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT		245.00	368.00	
ARM LIGHT (Only mounts to hard wall structures)		101.00	152.00	
8' POLE LIGHT WITH 1 FIXTURE		82.00	123.00	
8' POLE LIGHT WITH 2 FIXTURES		164.00	246.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)		75.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)		150.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		210.00	

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

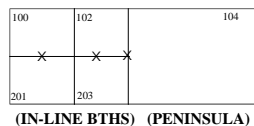
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

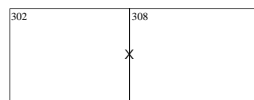
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

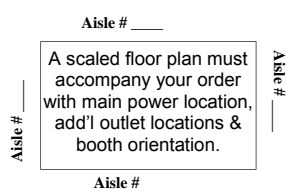
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



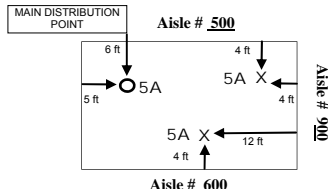
(IN-LINE BTHS) (PENINSULA)



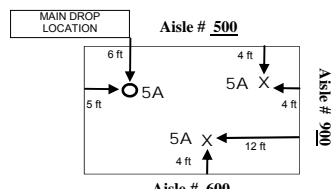
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

Exhibitor Order Form

Email mbcc@prestigeav.com

Fax: (786) 276-2673



Full Show Prices (2 – 4 days)

Video Equipment	14 day notice	Standard Rate	Qty	Show Total
32" LCD Monitor 16:9 ratio XGA	\$500	\$600	x	
32" LCD Monitor with DVD & AV Cart	\$600	\$700	x	
42" Plasma monitor 16:9 ratio XGA	\$1000	\$1200	x	
50" Plasma monitor 16:9 ratio XGA	\$1200	\$1400	x	
DVD Player	\$150	\$200	x	
LCD & Plasma Stand	\$200	\$225	x	
Skirted Cart <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$80	\$100	x	
Computer Equipment				
19-20" LCD Flat panel Multi-sync monitor	\$200	\$225	x	
22" LCD Flat panel Multi-sync monitor	\$250	\$300	x	
24" LCD Flat panel Multi-sync monitor	\$300	\$350	x	
32" LCD Flat panel Multi-sync monitor	\$500	\$600	x	
Pentium Dual Core, 1gb ram, 80gb HD, DVD, CDRW-ROM, Ethernet	\$250	\$275	x	
Notebook, Pentium Dual Core, 1gb ram, 80gb HD, DVD CD-RW, Ethernet	\$250	\$275	x	
Laser Printer	\$150	\$175	x	
Meeting Room Equipment				
Flipchart	\$90	\$100	x	
Wireless Microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld	\$300	\$350	x	
XGA LCD Projector	\$790	\$890	x	
Screens <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8' <input type="checkbox"/> 80' Insta-Theatre Exhibit Screen	\$110	\$125	x	
AV Cart Skirted w/ Power <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$80	\$100	x	

Order Instructions:

- Cancellations less than 48 hour notice will be charged 50% of show total
- *Tax will be charged on all orders without Tax exempt form
- Must be present when equipment is delivered.
- This is a small sampling of equipment. Please call with additional needs.
- **A 20% Service Charge will apply to all orders. \$95 minimum.

Subtotal
**** (Basic Delivery/Setup/Pickup) S/C**
***Tax**
(Additional Labor per Union Quote) Labor
TOTAL

20%
7%

Required Customer & Delivery Information

<p>Complete payment must accompany order.</p> <p>Please check one:</p> <p> <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover </p> <p>Name on credit card _____</p> <p>Credit card number _____</p> <p>Exp. Date _____</p> <p>Authorized Signature _____</p> <p>Date _____</p>	<p>Company Name _____</p> <p>Onsite Contact Name _____</p> <p>Address _____</p> <p>City _____ St. _____ Zip _____</p> <p>Phone _____ Fax _____</p> <p>Booth No. _____ Room No. _____</p> <p>Onsite Contact Cell _____</p> <p>Onsite Contact Email _____</p> <p>Delivery Date _____ Time _____</p> <p>Pickup Date _____ Time _____</p> <p>Delivery Signature _____</p>
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**** MBCC is a union hall ISTE 500 is the only authorized union to install A/V equipment. ****



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY): Sec Code:	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smarcitynetworks.com/Facilities/Locations.aspx](http://smarcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial “9”)					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restricted LD) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		
*** Incentive Price applies to orders received <u>With Payment</u> 14 days prior to the 1st day of show move-in. ***					
FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2014 - 047 -			

ORDER ON LINE: <https://www.smarcitynetworks.com/order/center.aspx?center=047>

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 256 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Credit Card restriction will only allow "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **SMART CITY.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name

Authorized Signature

Date

FOR SMART CITY USE: Payment Rec'd (Amount):

Customer No: **2014 - 047 -**

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=047>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Miami Beach CC (047) - FL

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 047 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



JEREN TROPICALS, INC.
11400 ORANGE DRIVE, DAVIE, FL, 33330
TELEPHONE: 954-424-1114 FAX: 954-424-1994
ORDERS@JERENTROPICALS.COM

Show Name: _____

Location: _____

Quantity		Prices	Total
_____	2' – 3' GREEN PLANT	\$34.00	_____
_____	4' – 5' GREEN PLANT	\$44.00	_____
_____	6' – 7' GREEN PLANT	\$64.00	_____
_____	8' – 9' GREEN PLANT	\$94.00	_____
_____	POTTED MUMS: Choose Color White_____ Yellow_____ Bronze_____ Lavender_____	\$24.00	_____
_____	SEASONAL FLOWERING PLANT	\$24.00	_____
_____	BROMELIAD	\$34.00	_____
_____	ORCHID PLANT	\$44.00	_____
_____	BOSTON FERN	\$24.00	_____
_____	FLORAL ARRANGEMENTS: CHECK ONE \$50.00_____ \$75.00_____ \$100.00_____ TROPICAL_____ SEASONAL_____ HEIGHT_____ WIDTH_____		_____

Sales Tax 6% _____

**PLEASE CALL OUR DESIGNER FOR ADDITIONAL
BOOTH DÉCOR.**

Total _____

Delivery Date _____ **Show Date** _____ **Removal Date** _____

Exhibitor Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Contact Name _____ Phone _____ Fax _____

Payment Method: Check _____ Visa _____ Master Card _____ American Express _____ Discover _____

Name of Card Holder (Sign) _____ (Print) _____

Card Number _____ Expiration Date _____

RENTAL POLICIES: All Material and Plants are made available on a rental basis. Items missing from booth upon pick up are the responsibility of the exhibitor and will be additionally charged. The availability of such items is subject to season and geography. Availability and color of plants are not guaranteed if not ordered seven (7) days prior to show date. Orders are not valid until confirmed via fax by Jeren Tropicals, Inc. Price includes Delivery, Plants, Containers and Removal. (ALL ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY).

PLEASE FAX OR EMAIL YOUR ORDER. THANK YOU FOR YOUR BUSINESS!



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at hl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

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Multimodal capabilities



Accent

Tradeshow & Event Furnishings



www.GetAccent.com



Accent

On Service...

Accent

On Excellence!

CUSTOM FURNITURE

Uptown



A-1 Sofa, Black Suede
83"L x 32"D x 32"H



A-2 Loveseat, Black Suede
59"L x 32"D x 32"H



A-3 Chair, Black Suede
39"L x 32"D x 32"H



A-4 Bench, Black Suede
61"L x 20"D x 17"H



A-5 Cocktail Table, Nickel & Glass
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass
26" Diameter x 22"H



A-7 Corner, Black Suede
33"L x 33"D x 28"H



A-8 Center, Black Suede
31"L x 33"D x 28"H



A-9 Half Ottoman, Black Suede
72"L x 36"D x 18"H



A-10 Cocktail Table, Black & Glass
48"L x 24"D x 17"H



A-11 End Table, Black & Glass
21"L x 21"D x 21"H



A-12 Floor Lamp
Black, 72"H

Newport



B-1 Sofa, Tan Suede
79"L x 34"D x 32"H



B-2 Loveseat, Tan Suede
54"L x 34"D x 32"H



B-3 Chair, Tan Suede
32"L x 34"D x 32"H



B-4 Cocktail Table, Natural
48"L x 24"D x 17"H



B-5 End Table, Natural
24"Diameter x 21"H



B-6 Ottoman, Green Suede
32"L x 19"D x 17"H



B-7 Chair, Green Suede
32"L x 34"D x 32"H

Laredo



C-1 Sofa, Black Leather
77"L x 34"D x 32"H



C-2 Loveseat, Black Leather
54"L x 34"D x 32"H



C-3 Chair, Black Leather
32"L x 34"D x 32"H



C-6 Table Lamp,
Black & Chrome
22"H



D-4 Cocktail Table
Black Cube
30"L x 30"D x 16"H



D-5 Cocktail Table
Black Cylinder
30"Diameter x 15"H



D-6 End Table
Black Cube
24"L x 24"D x 20"H

South Beach



E-1 Sofa, White
77"L x 34"D x 32"H



E-2 Chair, White
53"L x 34"D x 32"H



E-3 Bench, White
53"L x 27"D x 16"H



E-4 Sofa, Red
77"L x 34"D x 32"H



E-5 Chair, Red
53"L x 34"D x 32"H



E-6 Bench, Red
53"L x 27"D x 16"H



E-7 Square Cocktail
White & Chrome
31"L x 31"D x 15"H



E-9 End Table
White & Chrome
20"L x 20"D x 19"H



E-10 Cube End Table
White / Charging Station
20"L x 20"D x 20"H

LOUNGE

Barcelona



F-1 Chair, Red Barcelona
31"L x 35"D x 33"H

F-2 Ottoman, Red Barcelona
24"L x 24"D x 17"H



F-3 Chair, White Barcelona
31"L x 35"D x 33"H

F-4 Ottoman, White Barcelona
24"L x 24"D x 17"H



F-5 Chair, Black Barcelona
31"L x 35"D x 33"H

F-6 Ottoman, Black Barcelona
24"L x 24"D x 17"H

Melrose



G-1 Sofa, Red Swirl
78"L x 41"D x 30"H



G-2 Chair, Red Swirl
40"L x 36"D x 30"H



G-3 Bench, Red Swirl
61"L x 21"D x 17"H

Monte Carlo



H-1 Black Leather Sectional Loveseat
50"L x 38"D x 29"H



H-2 Black Leather Sectional Corner
40"L x 40"D x 29"H



H-3 White Leather Sectional Loveseat
50"L x 38"D x 29"H



H-4 White Leather Sectional Corner
40"L x 40"D x 29"H



H-5 White & Chrome Modern Sofa
72"L x 31"D x 26"H



H-6 White & Chrome Modern Chair
35"L x 32"D x 27"H



LOUNGE

Contempo



I-1 Curved Sofa, White Leather
71"L x 34"D x 30"H



I-2 Curved Bench, White Leather
71"L x 34"D x 17"H



I-3 Round Ottoman, White Leather
40"L x 40"D x 17"H



I-4 Curved Sofa, Black Leather
71"L x 34"D x 30"H



I-5 Curved Bench, Black Leather
71"L x 34"D x 17"H



I-6 Round Ottoman, Black Leather
40"L x 40"D x 17"H



I-10 Da Vinci White & Chrome
Folding Sofa
74"L x 35"D x 36"H
Flat - 74"L x 48"D x 18"H



I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass
25"Diameter x 21"H



J-1B Black
Dynamic Chair
23"L x 24"D x 32"H



J-2G Green
Dynamic Chair
23"L x 24"D x 32"H



J-2O Orange
Dynamic Chair
23"L x 24"D x 32"H



J-4W White
Dynamic Chair
23"L x 24"D x 32"H



K-12 Stage Chair
Mocha Leather
28"L x 26"D x 32"H



K-13 Black Tub Chair
25"L x 25"D x 33"H



I-9 Glove Chair
White Leather & Chrome
30"L x 30"D x 32"H



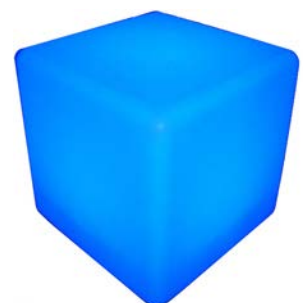
K-15 Black Tulip Chair
22"L x 19"D x 36"H



J-10 White Cube
18"L x 18"D x 17"H



J-11 Black Leather Cube
18"L x 18"D x 18"H



J-12 LED Glow Cube
Adjustable Colors
20"L x 20"D x 20"H

Additional GLOW Products
Available at www.GetAccent.com



L-7W Table, White & Chrome
30"Diameter Top x 29"H



L-9WL Anaheim Chair
White Leather
18"L x 20"D x 36"H



L-9W White & Chrome Chair
16"L x 18"D x 31"H



M-5 Tall Bar Table
White & Chrome
30" Diameter x 42"H



M-6 Curve Bar Stool
White & Chrome
17"L x 18"D x 35"H
Seat Height
25" - 31" (Swivel)



M-14 White Moon Stool
White & Chrome
22"L x 19"D x 40"H
Seat Height
24" - 31" (Swivel)



L-12W White & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black

- K-1 24"Diameter Top x 29"H
- K-2 30"Diameter Top x 29"H
- K-3 36"Diameter Top x 29"H
- K-4 42"Diameter Top x 29"H



K-5 Black Euro Chair
22"L x 23"D x 28"H



K-6 Jet Black Chair
16"L x 18"D x 31"H



- Tall Bar Table, Black
- K-7 24"Diameter Top x 42"H
- K-8 30"Diameter Top x 42"H
- K-9 36"Diameter Top x 42"H



K-10 Black Bar Stool
21"L x 20"D x 41"H



K-11 Jet Black Bar Stool
16"L x 18"D x 42"H



Table, Maple & Chrome
L-1 30"Diameter Top x 29"H
L-2 36"Diameter Top x 29"H



L-3 Maple & Chrome Chair
16"L x 18"D x 31"H



Tall Bar Table
Maple & Chrome
L-4 30"Diameter Top x 42"H
L-5 36"Diameter Top x 42"H



L-6 Maple & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black & Chrome
L-7 30"Diameter Top x 29"H
L-8 36"Diameter Top x 29"H



L-9 Black & Chrome Chair
16"L x 18"D x 31"H



Tall Bar Table
Black & Chrome
L-10 30"Diameter Top x 42"H
L-11 36"Diameter Top x 42"H



L-12 Black & Chrome
Bar Stool
16"L x 18"D x 42"H



L-20 Table, Chrome
30"Diameter Top x 29"H



L-21 Chrome Chair
24"L x 18"D x 29"H



L-22 Tall Bar Table, Chrome
28"Diameter x 42"H



L-23 Chrome Bar Stool
20"L x 16"D x 39"H

TABLES & SEATING



L-14 Table, Black & Glass
42" Square Top
Rounded Corners
x 29"H



L-15 Table, Chrome & Glass
36"Diameter Top x 29"H



L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H



L-18 White & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-18B White Chrome Swivel
Stool (With Back)
23"L x 17"D x 42"H
Seat Height
34" - 42"



L-19 Black & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



M-1 Chair, Black & Blue
20"L x 20"D x 32"H



M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel



M-3 Chair, Black & Red
20"L x 20"D x 32"H



M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel



Gelato Table
24"Diameter x 31" to 40" Adjustable Height



M-7 White
M-8 Grey
M-9 Black



Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White



Pedestal, Black

N-1 12"L x 12"D x 30"H

N-2 12"L x 12"D x 36"H

N-3 12"L x 12"D x 42"H



Pedestal, Grey

N-4 12"L x 12"D x 30"H

N-5 12"L x 12"D x 36"H

N-6 12"L x 12"D x 42"H



Pedestal, Black

N-7 18"L x 18"D x 36"H

N-8 18"L x 18"D x 42"H



Pedestal, Grey

N-9 18"L x 18"D x 36"H

N-10 18"L x 18"D x 42"H



N-11 Pedestal, Black
24"L x 24"D x 42"H



N-12 Pedestal, Grey
24"L x 24"D x 42"H



N-13 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



E-10 White Cube
Charging Station
20"L x 20"D x 20"H



N-15 Pedestal, White
18"L x 18"D x 36"H



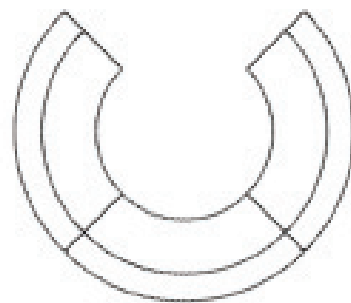
N-16 Pedestal, White
18"L x 18"D x 42"H



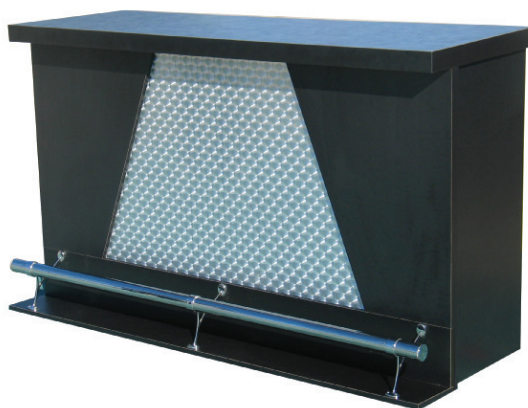
O-1 Martini Bar
50"L x 50"D x 47"H



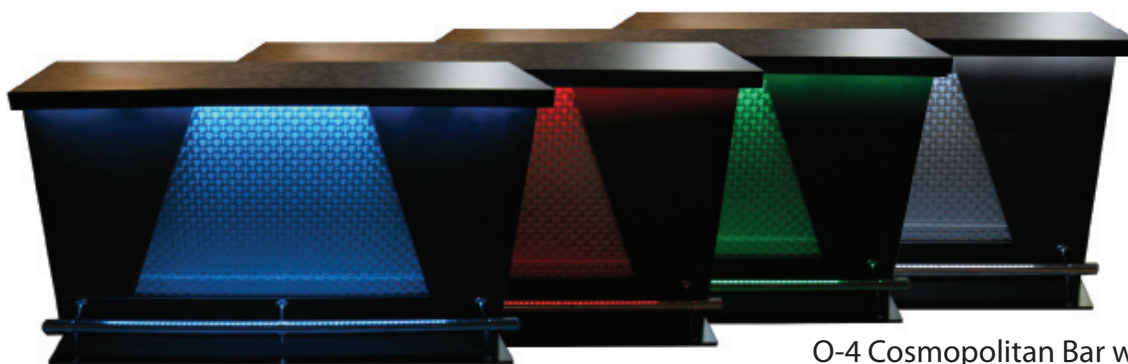
O-2 Martini Bar with colored
lighting option.
No Electric Required



Suggested Layout 3 Bars



O-3 Cosmopolitan Bar
72"L x 27"D x 42"H



O-4 Cosmopolitan Bar with colored
lighting option. Electric Required



O-5 Reception Counter
48"L x 16"D x 42.5"H



O-6 Contour Reception Counter
with Literature Holder - Black
45"L x 21"D x 41"H



O-7 Contour Reception Coun-
ter with Literature Holder - Grey
45"L x 21"D x 41"H



O-8 Tall Computer Table
36"L x 30"D x 42"H



O-9 Computer Table
48"L x 30"D x 30"H



O-10 Parson Desk
48"L x 24"D x 29"H



O-11 Refrigerator
20"L x 20"D x 34"H



O-12 Coat Rack
21" Square Base x 68"H



O-13 Free Standing Mirror, Black
15"L x 71"H



O-14 Literature Stand,
6 Pocket
10"L x 9"D x 64"H



O-15 Literature Stand,
Silver Folding
11"L x 15"D x 60"H



O-16 Literature Stand,
Black Folding
11"L x 15"D x 60"H



iPad Stand
41"H x 14"Dia. Base
O-18 White
O-19 Black



Conference Table, Maple
P-1 6 Ft.- 72"L x 36"D x 29"H
P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany
P-3 6 Ft.- 72"L x 36"D x 29"H
P-4 8 Ft.- 96"L x 48"D x 29"H
P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak
P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval
P-7 6 Ft.- 72"L x 36"D x 29"H
P-8 8 Ft.- 96"L x 48"D x 29"H
P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval
P-10 6 Ft.- 72"L x 36"D x 29"H
P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass
P-12 5 Ft.- 60"L x 36"D x 29"H



P-13 Chrome Table, Frosted Glass
53"L x 33"D x 29"H



P-14 Table, Honey Oak Round
42"Diameter Top x 29"H



P-15 Table, Mahogany Round
42"Diameter Top x 29"H



P-16 Conference Table, White
79"L x 36"D x 30"H



Montego

T-20 6.5' Cabana Table
78"L x 35"D x 30"H

T-21 Cabana Chair
20"L x 21"D x 34"H



Q-1 Leather Executive
25"L x 28"D x 43"H



Q-2 Mesh Executive
28"L x 23"D x 38"H



Q-3 White Leather Izzo
25"L x 28"D x 42"H



Q-4 Black Leather Izzo
25"L x 28"D x 42"H



Q-5 Black Jr. Executive
24"L x 25"D x 38"H



Q-6 Grey Jr. Executive
24"L x 25"D x 38"H



Q-7 Black Sled
24"L x 24"D x 32"H



Q-8 Grey Sled
24"L x 24"D x 32"H



Q-9 Black & Chrome Breuer
19"L x 23"D x 31"H



Q-10 Grey & Chrome Breuer
19"L x 23"D x 31"H



Drafting Stool
20"L x 23"D x 51"H Seat Height: 23"-33"
Q-11 Black
Q-12 Grey



Secretarial Chair
20"L x 23"D x 36"H Seat Height: 16"-21"
Q-13 Black
Q-14 Grey





R-1 Etagere, Black (Glass Shelves)
30"L x 14"D x 67"H



R-2 Etagere, Chrome (Glass Shelves)
30"L x 14"D x 67"H



Bookcase, 48"
36"L x 12"D x 48"H

R-3 Grey
R-4 Black



Bookcase, 72"
36"L x 12"D x 72"H

R-5 Grey
R-6 Black



Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H

R-7 Grey
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer
15"L x 25"D x 52"H



Storage Cabinet, 42"
36"L x 18"D x 42"H

R-10 Grey
R-11 Black



R-12 Storage Cabinet, Black 72"
36"L x 18"D x 72"H



S-1 Desk, Natural & Black
60"L x 30"D x 29"H



S-2 Credenza, Natural & Black
60"L x 20"D x 29"H



S-3 Desk, Honey Oak
60"L x 30"D x 29"H



S-4 Credenza, Honey Oak
66"L x 20"D x 29"H



S-5 Desk, Mahogany
60"L x 30"D x 29"H



S-6 Credenza, Mahogany
60"L x 20"D x 29"H



S-7 Desk, Grey
60"L x 30"D x 29"H



S-8 Credenza, Grey
60"L x 20"D x 29"H



Catalina



T-1 Corner Lounge
35"L x 35"D x 27"H



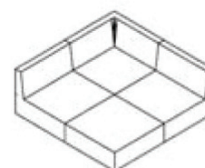
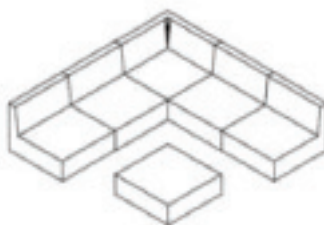
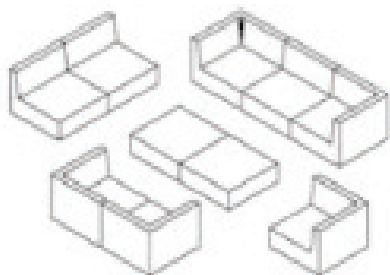
T-2 Center Lounge
35"L x 35"D x 27"H



T-3 Cocktail Table
35"L x 35"D x 11"H
T-3C Cocktail Table w/ Cushion
T-3G Cocktail Table w/ Glass



T-4 End Table
19"L x 19"D x 19"H





Barbados



T-6 Small Backrest Section
50"L x 33"D x 28"H



T-7 Large Backrest Section
50"L x 33"D x 28"H



T-8 Curve Section
50"L x 33"D x 11"H



T-9 End Section
31"L x 18"D x 11"H

T-9C End Section w/ Cushion

T-9G End Section w/ Glass



Antigua



T-11 Corner Lounge
30"L x 30"D x 28"H



T-12 Center Lounge
23"L x 32"D x 28"H



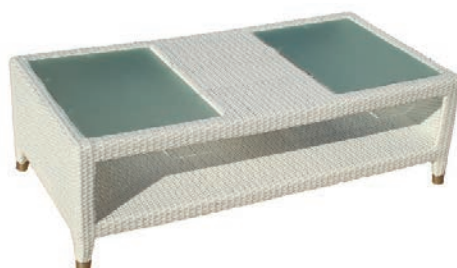
T-13 Right Arm Lounge
52"L x 32"D x 28"H



T-14 Left Arm Lounge
52"L x 32"D x 28"H



T-15 Lounge Chair
33"L x 32"D x 28"H



T-16 Cocktail Table, White
25"L x 51"D x 15"H



T-17 End Table , White
17"L x 17"D x 15"H

ACCENT Tradeshaw & Event Furnishings

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A-1 Black Suede Sofa	\$425	J-1B Dynamic Black Chair	\$144	M-14 Wht/Chrome Moon Stool	\$184	Q-9 Blk Chrome Breuer Chair	\$144
A-2 Black Suede Loveseat	\$385	J-2G Dynamic Green Chair	\$144	N-1 12x12x30 Black Ped	\$172	Q-10 Gry Chrome Breuer Chair	\$144
A-3 Black Suede Chair	\$270	J-3O Dynamic Orange Chair	\$144	N-2 12x12x36 Black Ped	\$184	Q-11 Black Drafting Stool	\$172
A-4 Black Suede Bench	\$241	J-4W Dynamic White Chair	\$144	N-3 12x12x42 Black Ped	\$195	Q-12 Grey Drafting Stool	\$172
A-5 Nickel/Glass Ckt Table	\$178	J-10 White Cube Ottoman	\$109	N-4 12x12x30 Grey Ped	\$172	Q-13 Black Secretarial Chair	\$144
A-6 Nickel/Glass End Table	\$161	J-11 Black Leather Cube	\$109	N-5 12x12x36 Grey Ped	\$184	Q-14 Grey Secretarial Chair	\$144
A-7 Black Suede Corner	\$270	J-12 LED Glow Cube	\$109	N-6 12x12x42 Grey Ped	\$195	R-1 Black Etagere	\$184
A-8 Black Suede Armless	\$270	K-1 24" Black Table	\$132	N-7 18x18x36 Black Ped	\$207	R-2 Chrome Etagere	\$184
A-9 Blk/Half Round Ottoman	\$339	K-2 30" Black Table	\$132	N-8 18x18x42 Black Ped	\$218	R-3 48" Grey Bookcase	\$150
A-10 Black/Glass Ckt Table	\$178	K-3 36" Black Table	\$150	N-9 18x18x36 Grey Ped	\$207	R-4 48" Black Bookcase	\$150
A-11 Black/Glass End Table	\$161	K-4 42" Black Table	\$178	N-10 18x18x42 Grey Ped	\$218	R-5 72" Grey Bookcase	\$172
A-12 Black Floor Lamp	\$86	K-5 Black Euro Chair	\$120	N-11 24x24x42 Black Ped	\$230	R-6 72" Black Bookcase	\$172
B-1 Tan Suede Sofa	\$425	K-6 Jet Black Chair	\$120	N-12 24x24x42 Grey Ped	\$230	R-7 2-Dr Grey File Cabinet	\$126
B-2 Tan Suede Loveseat	\$385	K-7 24" Black Tall Bar Table	\$172	N-13 24x24x42 Black w/ Tray	\$316	R-8 2-Dr Black File Cabinet	\$126
B-3 Tan Suede Chair	\$270	K-8 30" Black Tall Bar Table	\$172	N-14 24x24x42 White w/ Tray	\$316	R-9 4-Dr Black File Cabinet	\$150
B-4 Natural Ckt Table	\$178	K-9 36" Black Tall Bar Table	\$184	N-15 18x18x36 White Ped	\$207	R-10 42" Grey Storage Cabinet	\$150
B-5 Natural End Table	\$161	K-10 Black Barstool	\$150	N-16 18x18x42 White Ped	\$218	R-11 42" Black Storage Cabinet	\$150
B-6 Green Suede Ottoman	\$150	K-11 Jet Black Bar Stool	\$172	O-1 Martini Bar	\$937	R-12 72" Black Storage Cabinet	\$184
B-7 Green Suede Chair	\$270	K-12 Mocha Stage Chair	\$161	O-2 Martini Bar (w/ Light Kit)	\$1,109	S-1 Natural/Black Desk	\$356
C-1 Black Leather Sofa	\$425	K-13 Black Tub Chair	\$241	O-3 Cosmopolitan Bar	\$857	S-2 Natural/Black Credenza	\$328
C-2 Black Leather Loveseat	\$385	K-15 Black Tulip Chair	\$172	O-4 Cosmo Bar (w/ Light Kit)	\$995	S-3 Honey Executive Desk	\$356
C-3 Black Leather Chair	\$270	L-1 30" Maple Table	\$150	O-5 Reception Counter	\$236	S-4 Honey Credenza	\$328
C-6 Black/Chrome Lamp	\$86	L-2 36" Maple Table	\$161	O-6 Black Contour Reception	\$385	S-5 Mahogany Desk	\$356
D-4 Black Cube Ckt Table	\$184	L-3 Maple/Chrome Chair	\$144	O-7 Grey Contour Reception	\$385	S-6 Mahogany Credenza	\$328
D-5 Black Round Ckt Table	\$184	L-4 30" Maple Tall Bar Table	\$178	O-8 42"h Computer Table	\$225	S-7 Grey Executive Desk	\$356
D-6 Black Cube End Table	\$167	L-5 36" Maple Tall Bar Table	\$184	O-9 30"h Computer Table	\$201	S-8 Grey Credenza	\$328
E-1 White Southbeach Sofa	\$512	L-6 Maple/Chrome Bar Stool	\$172	O-10 Parson Desk	\$225	T-1 Corner Lounge	\$305
E-2 White Southbeach Chair	\$328	L-7 30" Black/Chrome Table	\$138	O-11 Refrigerator	\$201	T-2 Center Lounge	\$259
E-3 White Southbeach Bench	\$241	L-7W 30"White/Chrome Table	\$138	O-12 Coat Rack	\$115	T-3 Cocktail Table	\$259
E-4 Red Southbeach Sofa	\$512	L-8 36" Black/Chrome Table	\$155	O-13 Black Mirror	\$150	T-3C Cocktail Table w/ Cushion	\$259
E-5 Red Southbeach Chair	\$328	L-9 Black/Chrome Chair	\$144	O-14 Literature Stand	\$126	T-3G Cocktail Table w/ Glass	\$259
E-6 Red Southbeach Bench	\$241	L-9W White / Chrome Chair	\$144	O-15 Silver Folding Lit. Stand	\$167	T-4 End Table	\$190
E-7 White Square Ckt Table	\$172	L-9WL White Anaheim Chair	\$144	O-16 Black Folding Lit. Stand	\$167	T-6 Small Backrest Section	\$305
E-9 White End Table	\$161	L-10 30" Blk/Chrome Tall Bar Ti	\$178	O-18 Ipad Stand - White	\$126	T-7 Large Backrest Section	\$305
E-10 White Cube End / Charger	\$225	L-11 36" Blk/Chrome Tall Bar Ti	\$184	O-19 Ipad Stand - Black	\$126	T-8 Curve Section	\$259
F-1 Barcelona Chair Red	\$362	L-12 Black/Chrome Bar Stool	\$172	P-1 6' Maple Conf. Table	\$351	T-9 End Section	\$230
F-2 Barcelona Ottoman Red	\$184	L-12W White / Chrome Bar Stool	\$172	P-2 8' Maple Conf. Table	\$397	T-9C End Section w/ Cushion	\$230
F-3 Barcelona Chair White	\$362	L-14 Black/Glass Table	\$155	P-3 6' Mahogany Conf. Tbl	\$351	T-9G End Section w/ Glass	\$230
F-4 Barcelona Ottoman White	\$184	L-15 Chrome/Glass Table	\$150	P-4 8' Mahogany Conf. Tbl	\$397	T-11 Corner Lounge	\$305
F-5 Barcelona Chair Black	\$362	L-17 Chrome/Glass Tall Bar Tbl	\$195	P-5 10' Mahogany Conf. Tbl	\$569	T-12 Center Lounge	\$259
F-6 Barcelona Ottoman Black	\$184	L-18 Wht/Chrome Swivel Stool	\$150	P-6 6' Honey Oak Conf. Tbl	\$351	T-13 Right Arm Lounge	\$512
G-1 Red Swirl Melrose Sofa	\$512	L-18B Wht Swivel Stool w/ Back	\$184	P-6C 8' Honey Oak Conf. Tbl	\$475	T-14 Left Arm Lounge	\$512
G-2 Red Swirl Melrose Chair	\$328	L-19 Blk/Chrome Swivel Stool	\$184	P-7 6' Black Conf. Table	\$333	T-15 Lounge Chair	\$328
G-3 Red Swirl Melrose Bench	\$241	L-20 30" Chrome Table	\$155	P-8 8' Black Conf. Table	\$397	T-16 Cocktail Table	\$259
H-1 Black Sectional Loveseat	\$448	L-21 Chrome/Chrome Chair	\$144	P-9 10' Black Conf. Table	\$569	T-17 End Table	\$190
H-2 Black Sectional Corner	\$328	L-22 30" Chrome Tall Bar Tbl	\$184	P-10 6' Grey Conf. Table	\$333	T-20 Cabana / Glass Table	\$632
H-3 White Sectional Loveseat	\$448	L-23 Chrome/Chrome Bar Stool	\$172	P-11 8' Grey Conf. Table	\$374	T-21 Cabana Chair	\$178
H-4 White Sectional Corner	\$328	M-1 Blue/Black Chair	\$144	P-12 36x60 Glass Table	\$316		
H-5 Wht/Chrm Modern Sofa	\$475	M-2 Blue/Black Bar Stool	\$172	P-13 Frosted Glass Table	\$443		
H-6 Wht/Chrm Modern Chair	\$275	M-3 Red/Black Chair	\$144	P-14 42"Dia. Honey Table	\$241		
I-1 White Curve Sofa	\$489	M-4 Red/Black Bar Stool	\$172	P-15 42" Dia. Mahogany Table	\$241		
I-2 White Curve Bench	\$316	M-5 30" Wht/Chrome Tall Bar	\$178	P-16 6.5' White Conf. Table	\$545		
I-3 White Round Ottoman	\$241	M-6 White Curve Bar Stool	\$184	Q-1 Leather Executive Chair	\$225		
I-4 Black Curve Sofa	\$489	M-7 White Gelato Table	\$225	Q-2 Mesh Executive Chair	\$225		
I-5 Black Curve Bench	\$316	M-8 Grey Gelato Table	\$225	Q-3 Wht/Leather Exec Chair	\$276		
I-6 Black Round Ottoman	\$241	M-9 Black Gelato Table	\$225	Q-4 Blk/Leather Exec Chair	\$276		
I-7 Chrome/Glass Ckt Table	\$201	M-10 Red Scoop Chair	\$172	Q-5 Blk Jr. Executive Chair	\$190		
I-8 Chrome/Glass End Table	\$178	M-11 Grey Scoop Chair	\$172	Q-6 Grey Jr. Executive Chair	\$190		
I-9 Wht/Chrome Glove Chair	\$282	M-12 Back Scoop Chair	\$172	Q-7 Black Sled Chair	\$161		
I-10 Da Vinci White Sofa	\$475	M-13 White Scoop Chair	\$172	Q-8 Grey Sled Chair	\$161		

Please fax order to 407.648.2542



Tradeshow & Event Furnishings



Company Information	
Company Name: _____	

Address: _____	

Phone: _____	Fax: _____
E-Mail: _____	

Delivery Information
Event: _____
Location: _____
Booth #: _____
Open Date: _____
Close Date: _____
Event Contact: _____

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

Credit Card Information	
Credit Card #: _____	
Exp. Date: _____	
Mastercard	Visa AMEX Discover
Cardholders Name: _____	
(Please Print)	
Cardholders Signature: _____	

TOTAL ORDER _____

MISCELLANEOUS _____

SUBTOTAL _____

TAX _____

TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening.
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.

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